



CITY OF ATLANTA

Job Announcement

Corrections Technician (D)*

STARTING SALARY: \$23,531
Salary Grade 7

Applications Accepted From: May 16, 2005 until May 27, 2005

Minimum Job Requirements

Applicants must possess a high school diploma or GED certificate and one year of public contact experience involving computer usage (e.g., banking, cashiering, handling money or property); or an equivalent combination of education, training and experience.

Duties of the Job:

The purpose of this job is to provide a number of paraprofessional custody and security support services within the detention facilities of the Atlanta Department of Corrections. Duties include: answering public inquiries relating to inmate release, location, detention procedures, visits, and bonding issues; discussing release of evidence/property with attorneys and court personnel, insurance executives, and citizens; maintaining central control "duty logs", records of alarms, key inventories, equipment inventories, and equipment test documentation; conducting operational checks of all communications and security systems; receiving and issuing money; checking for counterfeit money, to and from inmates and visitors; and reconciling accounts and cash drawer at shift change.

To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday

Resumes will not be accepted in lieu of applications.

Apply at: Department of Human Resources, 68 Mitchell Street S.W., Suite 2107, Atlanta, GA. 30303

Phone: (404) 330-6369

www.atlantaga.gov

FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation, Gender Identity or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

APPLICANTS WHO MEET THE ABOVE REQUIREMENTS ARE PLACED ON THE ELIGIBLE REGISTER IN THREE CATEGORIES: QUALIFIED, WELL QUALIFIED, HIGHLY QUALIFIED.

***THERE IS A SALARY DIFFERENTIAL FOR SHIFT WORK. THIS POSITION REQUIRES SHIFT WORK. POSITIONS IN THE DEPARTMENT OF CORRECTIONS REQUIRES THE SUCCESSFUL COMPLETION OF A BACKGROUND INVESTIGATION THAT INCLUDES, BUT IS NOT LIMITED TO, AN ARREST RECORDS CHECK, CREDIT CHECK, POLYGRAPH, EMPLOYMENT HISTORY CHECK, DRUG TESTING, ETC.**

The hiring authority will contact only those applicants they deem most appropriate for the position within 30 days of the expiration of this bulletin. No other communication will be sent regarding the status.

The Examination For This Job Will Consist Of An Evaluation of Applicant Training And Experience.